



# COANCA 29 Convention Committee Nomination Meetings

Do you want to **get involved** in service? Do you want to be a part of something **big** in Columbus? Come out to **chair or join a sub-committee** of the next Columbus convention!



Nomination Meeting: Sunday November 24th 2019  
Columbus Library—Driving Park Branch Room 3  
1422 E Livingston Ave, Columbus, OH 43205  
2:00 pm—5:00 pm

Voting Meeting: Sunday December 8th 2019  
Renaissance Hotel  
50 N 3rd St Columbus, OH 43215  
12:00 pm—2:00 pm

See back page for more information on each position!

For more information on a position, specific requirements, or the nomination process please contact: April D at 740-963-0931.

You **must attend both meetings** to be voted into any sub-committee or have voting authority for the nominations.



# COANCA 29 Convention Committee

## Nomination Meetings

A brief description of the open positions available for nomination:

- **Vice Chair:** responsible for assisting the chairperson in the convention
- **Treasurer:** responsible for handling the bank account, writing checks, and keeping detailed financial records for the convention (requires computer skills)
- **Secretary:** responsible for compiling minutes from meetings and distributing them
- **Programming:** gathers all speakers for meetings and workshops and coordinates the schedule for the convention
- **Registration:** collecting money for registrations and responsible for encouraging people to come to the convention
- **Fundraising:** host events pre-convention to raise money for convention expenses and hosting events at the convention
- **Hotels & Hospitality:** maintains relationship with host hotel and oversees hospitality at the convention
- **Merchandise:** responsible for creating and selling merchandise at fundraisers and the convention
- **Serenity Keeper:** responsible for maintaining peace at fundraisers and convention
- **Welcoming:** responsible for greeting addicts at fundraisers and the convention
- **Arts & Graphics:** responsible for banners, flyers, and decorations needed at fundraisers and the convention